

MSC Exec's September 7th, 2016 Online Meeting
Agenda

1:00 Welcome to all. *Appoint Minutes Taker*. Deb Westrom took notes but arrived late

Roll Call:

Jack Albrecht __X__; Diane Anderson __X__; Wendy Campbell __X__; Roberta Gebhardt __X__;
Sinda Puryer __X__; Kelly Reisig ____; Kathy Robins __X__; Mark Wetherington __X__;
Debra Westrom __X__;

MSL Reps: Jessie Goodwin ____X__; Tracy Cook ____; Bobbi DeMontigny ____;
Jemma Hazen ____; Amy Marchwick ____; Cara Orban __; Jennie Stapp ____.

Guests: Jodi Moore – Content Management Committee

Minutes from the Exec Board Meeting Summer Retreat– **Action item – vote on approval of minutes** Roberta Gebhardt moved to adopt the minutes of the June 14th, 2016 Executive Board Summer Retreat as submitted. Seconded by Diane Anderson. No discussion. Approved.

Thank you Jack for Hosting the Summer Retreat! We had a wonderful time!!!

1:10 Work Plan Update (*standing item*) -----Do we want all of this on the Fall 2016 Members agenda? Who will discuss this with the members?

- a) Improved Communication with the Membership – Wendy talk about what has been done and where we are going
- b) Ad Hoc Committee for Cooperative Cataloging – Kathy Robins & Roberta Gebhardt with give a report on this to the membership at the meeting; Kathy shared what has been done so far with the interviews that have occurred to collect data about how other libraries have done this; committee going to look at all the data and then create a survey for the members to complete prior to the fall meeting in Oct
- c) Conducting a Yearly Survey of Membership – this only done every other year on odd years
- d) Living Document – Wendy - this is a document that is fluid based on the needs of the membership
Lots of discussion about this. Decided that we should share where we have made progress.

1:30 Discussion of need for Ad Hoc Members Fee Committee

Do we need to create a committee, or are we the committee? Determined that we are the committee

1:40 Work Plan Board Tasks Update

Wendy - Keep the current Exec tasks through fiscal 16-17; improve communication, adhoc Cooperative Cataloging, survey in the spring, Mobil Circ funding discussion; Wendy needs updates to report at meeting

1:50 Work Plan Progress Report for the Fall Members Meeting

2:00 Content Management Committee Update

Jodi Moore spoke about their survey and possibly piggy-backing on our survey. Theirs has 30 questions and Coop Cataloging was trying to keep it to about 10 questions. Desire to help inform work to the CMC and best represent the group; focus on quality of catalog records, access for patrons and staff, improve success rates for members; concerned about getting the survey and information into the hands of the correct people not just the directors; at the fall meeting to members about survey and project and quality of records at the fall meeting; Jemma commented about original records vs bad Smartport records; suggestion to leave the survey open until after the meeting so people attending who might not have heard about it or misunderstood would have an opportunity; open to have multiple responses from one library or membership?, appreciate that CMC tried to look at lots of angles and be a part of the MSC process

2:10 Perspective MSC Libraries Update

Jessie spoke about recruitment and asked that anyone who was asking questions be referred to her for follow-up; applications open Jan-mid Feb then screening; contracts updated on website soon – Livingston live Sept 22nd and Ritchie might need a cataloging party

2:20 Budget Scenarios (Cost Sharing Formula – discuss at Fall 2016 or Spring 2017 Members Meeting?)

Table until fall Executive Board meeting; Mobile Circ \$50/library; FY 16 42 libraries used for 1930 transactions; inventory use much higher 24 libraries and 65000 transactions; places that received the training used it heavily; nice tool for libraries who used it; did not look at weeding list transactions

2:30 Software Purchase Request For Trainer

Jessie - \$14.99 was spent to buy an app that would mirror the ipad to pc to the screen to train mobility; Bobby is using extensively; “Mirroring 360” Mirror Assist

2:40 Finalize Fall Meeting Agenda

Oct 6th – not a lot of action items; update & info for meeting; last reorg, courier cost projections (Cara); MSL (Tracy); systems updates; server location fy 18; training updates (Bobby); cost share formula? – Deb willing to share what has been happening for communication purposes but not specifics as we do not have any to report at this time; set spring meeting date? – Ken used to announce it; Diane – nice that hotel accommodations are not tied to one hotel; Oct 5th pre-meeting 9:30-11:30; Oct 6th – 9-3:30; Jodi wondering about her attendance at the Exec Board meeting – sure as guest; hotels for the meetings = blocks at Jorgensons and La Quinta, state rates at Great northern and Holiday inn; not sure about parking; suggested lunch be 11:30ish as school will be in session for this meeting

3:10 Adjourn – **Action Item**

Kathy made the motion to adjourn at 2:32 and Deb 2nd. Motion accepted